

## **POSITION GUIDE NONAPPROPRIATED FUNDS**

JOB NUMBER

FLSA: Non-Exempt

Title: Maintenance Worker Leader

PAYPLAN/SERIES/LEVEL: NL-4749-07

Citations: US OPM FWS JGS, Maintenance Mechanic, 4749, 5/74.

US OPM FWS JGS, Carpenter, 4607, 4/94

US OPM FWS JGS, Painter, 4102, 4/94

US OPM FWS JGS, Electrician, 2805, 6/89

US OPM FWS JGS, Plumber, 4206, 3/69.

US OPM FWS JGS, Laborer, 3502, 12/96.

US OPM FWS JGS, Motor Vehicle Operator, 5703, 4/91.

US OPM FWS JGS, Leader, 1/80

### Major Duties:

Serves as working leader of 3 or more employees in accomplishing trades and labor work. The highest level of non-supervisory work led is Maintenance Worker, NA-4749-07.

1. Passes on to other workers instructions received from supervisor, and starts work (e.g., by assigning the immediate tasks to be performed by individual members of the group led). Insures that needed equipment, supplies, and materials are available. Sees to it that there is enough work to keep everyone in work crew busy. Checks work in progress and checks work when finished for compliance with supervisor's instructions on work sequence, procedures, methods, and deadlines. Urges or advises other employees to follow supervisor's instructions and to meet deadlines. Demonstrates proper work methods. Answers workers' questions regarding procedures, policies, and instructions. Obtains needed information or decisions from the supervisor on problems that come up during the work. Provides information to supervisor on status and progress of work, causes of delays, and overall operations. Assures that safety and applicable standards are followed.

2. Works along with other workers, setting the pace performing non-supervisory work of the same kind and level as that done by the group led.

**Carpentry:** Measures, cuts, constructs and/or repairs wood, composite building materials, and wood substitute items where specific fit and accuracy are required within allowable limits to produce a serviceable product. Uses such tools as hammers, chisels, handsaws, planes, screwdrivers, and glue guns, power saws/sanders/drills to build partitions, chair rails, baseboards and shelving. Installs paneling, sheet rock, and ceilings. Re-frames windows, hangs doors, replace broken boards, and lay tile floors. (Grade 7)

**Painting:** Prepare surfaces and applies paints, varnishes, and shellacs to newly installed lumber and existing building materials. Thins, stirs and mixes paints and other coating materials. Applies materials using brushes, rollers, and spray guns ensuring surfaces are fully coated and free from skips, runs, and drips. (Grade 7)

**Electrical/Plumbing:** As needed, replaces worn or broken wall switches and outlets. Replaces ceiling light and/or burned out bulbs. Repairs faucets, resets toilets, and lavatories. Performs other easily accomplished repairs. (Grade 7)

**Laborer:** Loads and unloads heavy boxes, bulky supplies, and materials to and from trucks, dollies, etc.; moves heavy boxes/cartons by hand or dolly; opens crates and boxes using crowbar, cuts bands using shears; stacks boxes and cartons as directed. Moves and arranges furniture. Shovels snow from sidewalks and paths. (Grade 2)

**Vehicle Operation:** May be required to drive vehicles up to and including a 5-ton truck to move furniture, etc., to various buildings on the installation. (Grade 4)

**Skill and Knowledge:** Must have a working knowledge of wood working techniques and basic shop mathematics. Must be skilled in use and operation of common hand and power tools and measuring devices of the carpentry and painting trades to perform a variety of tasks. Must have a knowledge of standard surface preparation and coating methods and techniques. Must have ability to read and follow basic blueprints and sketches. Must have skill in manipulating controls of a motor vehicle.

**Responsibility:** A higher graded employee or supervisor assigns work orally or through written instructions. The worker selects tools, decides on methods and techniques to use and carries out assignments that are spot-checked during progress. Supervisor checks completed projects to insure compliance with requirements.

**Physical Effort:** The worker makes repairs and installations from floor level, ground level, and from ladders. Work requires standing, stooping, bending, climbing, crawling, and kneeling for extended periods in uncomfortable positions. Worker may lift and move materials weighing up to 40 pounds and, occasionally heavier items with assistance.

**Working Conditions:** The work will be performed both indoors and outdoors. Exposed to dust and dirt. The worker may be required to perform in bad weather when having to work outdoors. The worker will be exposed to the possibility of cuts, bruises, burns, and broken bones from falling objects or when working on ladders or driving a motor vehicle.

#### EVALUATION STATEMENT

**Determination of Title, Series and Grade:** This position is a working leader and was evaluated in accordance with the FWS JGS for Leader. Working leaders are graded on the basis of the highest level of non-supervisory work led. A minimum of three workers is required to be led. Since the position involves the maintenance and repair of grounds, exterior structures, buildings, and related fixtures and utilities, requiring the use of a variety of trade practices, the most appropriate title and series for these duties is Maintenance Mechanic, NA-4749. The highest level of work led is grade 7.